

How to Create a Self Checking Worksheet

1. Open a blank workbook in Excel.
 2. Label cell A1 "Question."
 3. Label cell B1 "Answer."
 4. Label cell C1 "Feedback."
 5. In cell A2 type the question.
 6. Leave B2 blank.
 7. In cell C2 enter the formula below:
`=IF(ISBLANK(B2)," ",IF(B2="Right Answer","Correct", "Try again"))`
 8. Continue entering your questions in column A
 9. You do not have to keep reentering the formula. Once the formula has been entered correctly in cell A3 you can use the fill technique to add the formula to each cell in the feedback column.
 10. Once you have filled the formula you will need to go back and change the "right answer" to whatever is the correct answer for the question. The rest of the formula can stay the same, except if the answer is a numeral. In that case you must delete the quotation marks around the answer.
- Note: The right answer is exactly what you type. If you enter "Washington" as the right answer, "George Washington" will not be correct; however, the right answer is not case sensitive, so "washington" would be correct.
- It helps to provide a word bank if there are multiple forms in which a student might enter an answer.
- Once you have created the worksheet you will need to hide the formulas, unlock certain cells, and protect the worksheet.
1. Highlight the cells in the Answer column by clicking once on the letter B at the top of the column. Then select Format Cells, select the Protection Tab, uncheck Locked and Click OK.
 2. Highlight the cells in the Feedback column by clicking once on the letter C. Then select Format Cells, Protection tab, check Locked and check Hidden, Click OK.
 3. To make these take effect you have to protect the worksheet. Tools, Protection, Protect Sheet, enter a password if you want, click OK.
- Passwords cannot be recovered if you forget them. Use something you are sure to remember.